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## PCJ499H Individual Internship Terms of Reference

### About Arctic360:

**Arctic360** is Canada's premier Arctic think tank. We are a non-partisan and not for profit. By working with Indigenous development corporations and Northern governments, the federal government, the private sector, expert Arctic leaders, our partners, and other stakeholders our mission it to elevate the national conversation about Canada's North and the Arctic region and to provide an inclusive and coordinated platform for Canada to engage in Arctic discussions around the world.

### Learn | Collaborate | Disseminate | Connect

- 1) Through our Annual Conference and smaller workshops, we help elevate the national conversation about the Arctic;
- 2) Through convening and public education including Reports, blogs, podcasts, and other avenues we create the necessary awareness to help close the economic and infrastructure gap between the north and the rest of Canada;
- 3) Provide an inclusive and coordinated platform for Canada to engage on the world stage and on equal footing through our research, education, outreach, partnerships, and focused activities.

### Arctic360 Conference Annual Conference Organisation, Outreach, and Public Education

Arctic360 is seeking 3 bright, passionate, self-starters for a 3-month internship from January 9 – April 6, for 12 weeks. Working closely under the guidance of Jessica Shadian (President and CEO) and Madeleine Redfern (Executive Director, Northern Branch), the intern will gain valuable experience and knowledge about Canada's Arctic, Arctic geopolitics and with content creation for social media and blog articles relating to the Arctic. In addition, the intern will take on responsibilities in helping to organise our annual event which could include and is not limited to: Working with partner organisations and participants, working on fundraising activities, creating conference content for social media, and outreach. This is a unique opportunity to gain a deeper understanding of Arctic politics, meeting Indigenous leaders, private sector companies involved in the Arctic, Arctic interested policy and political actors in Canada and beyond, and communications activities for non-profit organizations in Canada.

During the period of employment, interns will work closely with our Executive team, business partners, or other stakeholders and be supervised by an experienced member of our team. The ideal candidate will have a strong interest in Arctic politics, Arctic Indigenous governance and politics, Canadian Arctic politics.

### In this role, you will:

- Participate in research and producing social media content and blog posts leading up to Arctic360's Annual Conference

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- Help with content development and coordination of our Arctic360 Annual Conference (for more see our [Conference Website](#)).
- Liaison with Arctic360 Executive team and Board of Directors as well as other partners as part of conference and other activity development and follow-up
- Help with Annual conference logistics during the conference (thus receiving free registration)

**Supervision:** This position is supervised by Jessica Shadian (President and CEO) and Madeleine Redfern (Executive Director, Northern Branch). Supervision will take place through a regularly scheduled weekly meeting as well as other ad-hoc meetings as needed. The weekly meeting will provide an opportunity to assess what has been accomplished over the past week, the expectations of work for the week to come, and general discussion related to intellectual knowledge and content about the Arctic.

**Duration:** 8 hours per week for 12 weeks – January 9th – April 6th

**Location:** Online/1350 Kingston Road/Devonshire Place

#### **Skills and Qualifications:**

- Strong knowledge of/interest in global politics, Arctic politics, Indigenous governance strategic communications, and commitment to creating economic opportunities for empowerment
- Excellent writing and communication skills, including proper grammar, sentence structure and spelling
- Passionate self-starter, able to take initiative, takes a creative approach to problem-solving
- Intellectual curiosity
- Proven ability to produce quality research and disseminate the findings
- Willingness to be proactive, problem-solve and take on new challenges
- Exceptional self-management/time management skills
- Experience with producing website content and blogs is an asset
- Ability to work in English (French an asset, Inuktitut an invaluable asset)

#### **Internship Deliverables:**

##### **Conference Content Development: 40%**

- Background reading
- Helping to create conference content and delivery through social media platforms
- Assisting with fundraising activities (including but not limited to identifying relevant funding organisations, outreach, and editing and drafting ASK letters)

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### **Blog Publications: 40%**

- The Intern will produce 3 blog posts, that will help advance Arctic360 strategic goals and/or related to the Annual Conference and related strategic communications (via pushing out content on social media). The blog posts will require background research and intellectual engagement with the subject matter.

### **Weekly Meeting: 15%**

- The intern will be prepared for weekly meetings, engaged, and proactive in helping to create the work agenda for the upcoming week. The intern will submit any drafts or work to be discussed during the meeting in advance and in a timely fashion.

### **Reflective Essay (5%)**

- A short essay (500-1000 words) in which you describe the internship experience and reflect on its applicability to the PCJ academic program **(to be graded by the PCJ Program)**.

### **How to Apply:**

- Please email your resume, and a brief cover letter indicating your alignment with the role to Jessica Shadian and Madeleine Redfern at [jshadian@billgrahamcentre.ca](mailto:jshadian@billgrahamcentre.ca) and [madeleine.redfern@gmail.com](mailto:madeleine.redfern@gmail.com), with the subject line PCJ Fall Internship position OR PCJ Winter Internship position. **Please copy [pcj.program@utoronto.ca](mailto:pcj.program@utoronto.ca) on your application.**
- Applications will be accepted until 11:59 ET, on November 25, 2022. Three positions are available for this opportunity.
- **Note:** PCJ interns will be enrolled in either Fall: PCJ499H1F or Winter: PCJ499H1S and receive 0.5 FCE academic credit upon successful completion of the internship

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